

# New Application Processing

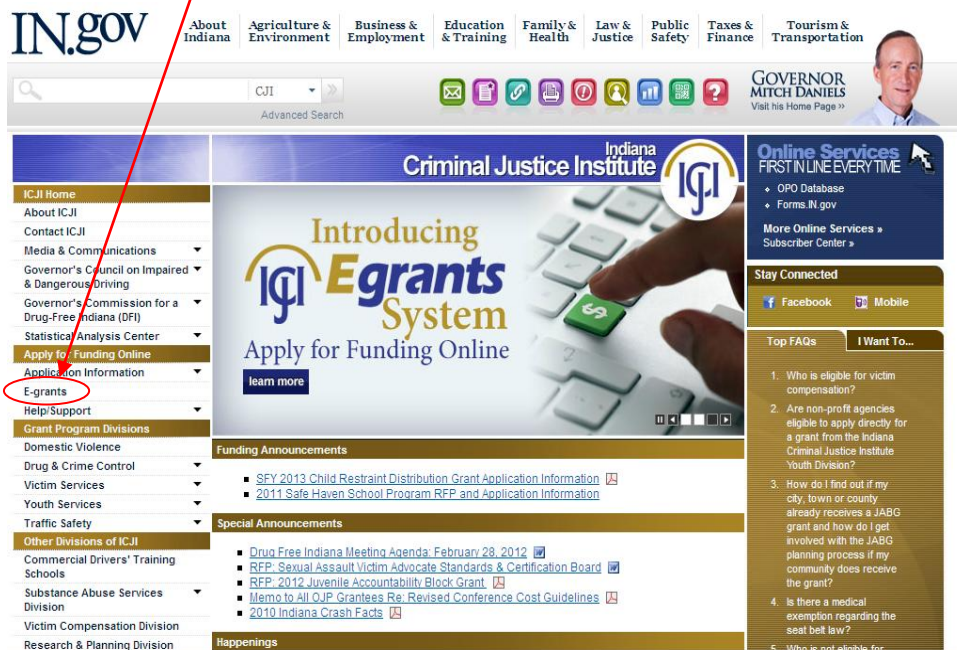
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## ICJI Egrants Application Processing Quick Start Guide


An Application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

You will need to register as a user prior to entering an application for the first time. A separate [Online Registration Quick Start Guide](#) is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

1. Go to the ICJI website at <http://www.in.gov/cji/>
2. Click on this link.



3. A screen entitled “Site Access” appears. Enter your “User ID” and “Password” that you selected when you “registered” and click on the “Login” button.



The screenshot shows the 'Site Access' page for the Egrants system. At the top left is the 'IJI Egrants' logo. Below it, there are input fields for 'User ID:' and 'Password:', followed by a 'Login' button. Below the login button are three links: 'Register', 'Change Password', and 'Forgot Password', each with a brief description of their function. At the bottom, there is a footer with technical support information and a copyright notice for 2011 Indiana Criminal Justice Institute.

**IJI Egrants Site Access**

User ID:

Password:

Login

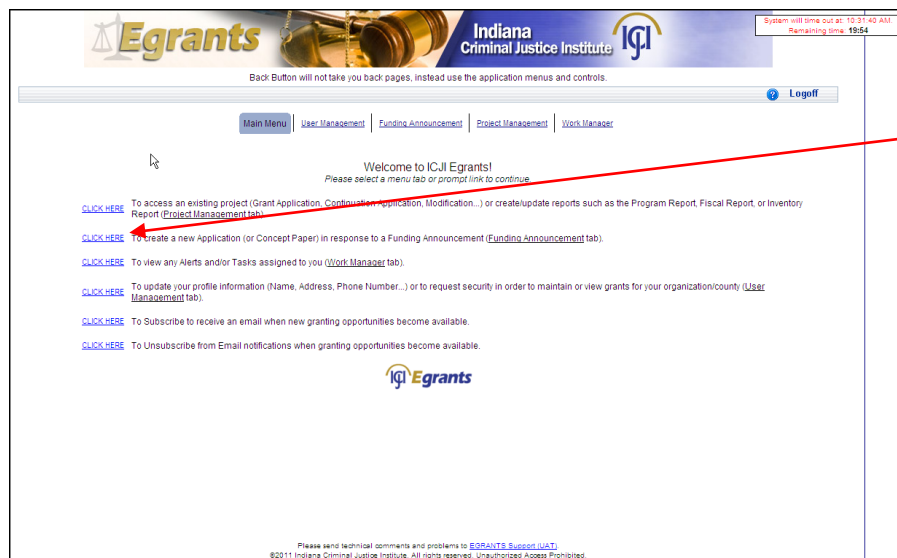
Register  
Register for access to the Indiana Criminal Justice Institute Egrants Application.

Change Password  
Change your login password.

Forgot Password  
Forgot your Password?  
Click here to have a new one sent to your e-mail address.

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#)  
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4. A “Welcome” screen appears.



The screenshot shows the 'Welcome' screen for the Egrants system. At the top is a banner with the 'IJI Egrants' logo and the text 'Indiana Criminal Justice Institute'. Below the banner is a navigation bar with links: 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. A 'Logout' button is in the top right corner. The main content area says 'Welcome to IJI Egrants!' and 'Please select a menu tab or prompt link to continue.' Below this are several links with descriptions: 'CLICK HERE' to access an existing project, 'CLICK HERE' to create a new application, 'CLICK HERE' to view alerts, 'CLICK HERE' to update profile information, 'CLICK HERE' to subscribe to email notifications, and 'CLICK HERE' to unsubscribe from email notifications. At the bottom is a footer with technical support information and a copyright notice for 2011 Indiana Criminal Justice Institute.

**Egrants** Indiana Criminal Justice Institute

System will time out at: 10:31:40 AM  
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logout

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Welcome to IJI Egrants!  
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

**IJI Egrants**

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If you are creating a **new application**, in response to a funding announcement, select and click on the second hyperlink.

5. The “Funding Announcement Search” screen appears.
6. Select from one of the categories provided under “Search Criteria” by entering a small amount of data in a field and click on the **Search** button.

System will time out at: 10:42:30 AM  
Remaining time: 19:43

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) [Logoff](#)

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area:

Funding Stream:

Plan Year:

Status:

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
<a href="#">2012 J&amp;BS</a>	Victims Services		\$0.00	12/1/2011	12/1/2012	Open
<a href="#">2012 Residential Substance Abuse Treatment Program</a>	Victims Services		\$0.00	10/1/2011	10/31/2011	Open
<a href="#">2012/2013 VOCA</a>	Victims Services		\$1,000,000.00	2/1/2012	3/12/2012	Open
<a href="#">Bural Demonstration Project</a>	Traffic Safety	Traffic Safety - Demo	\$60,000.00	2/1/2012	4/1/2012	Open
<a href="#">Safe Haven</a>	Traffic Safety		\$10,000.00	9/28/2011	10/26/2011	Open

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7. Select the “Funding Announcement Title” hyperlink that appears at the bottom of the screen.

System will time out at: 10:49:03 AM  
Remaining time: 19:55

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) [Logoff](#)

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area:

Funding Stream:

Plan Year:

Status:

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
<a href="#">2012 J&amp;BS</a>	Victims Services		\$0.00	12/1/2011	12/1/2012	Open
<a href="#">2012 Residential Substance Abuse Treatment Program</a>	Victims Services		\$0.00	10/1/2011	10/31/2011	Open
<a href="#">2012/2013 VOCA</a>	Victims Services		\$1,000,000.00	2/1/2012	3/12/2012	Open

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8. A “Funding Announcement Summary” screen appears. Click on the “Create New Application” button.

System will time out at: 10:50:19 AM  
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | **Funding Announcement** | Project Management | Work Manager

**FUNDING ANNOUNCEMENT SUMMARY**

Funding Annc. Title: 2012/2013 VOCA  
Year: 2011  
Program Area: Victims Services  
Funding Stream:  
Funding Area: Victims of Crime Act  
Release Date: 2/1/2012  
Due Date: 3/12/2012  
Concept Papers Required? No  
Competitive/Non-Competitive: Competitive  
Amount Announced: 1,000,000.00  
Status: Open  
Summary:

Program Contact Person: [Ms. Sarah Davis](#)  
Fiscal Contact Person: [Ms. Kim Snyder](#)

You may view the Funding Announcement document: [here](#).

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
YWCA of Greater Indianapolis	1006	Advocates for Child Victims
YWCA of Greater Indianapolis	1007	Test...

Create New Application Cancel

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9.



**Note:** the system has assigned a Grant ID number to your application. It is important that you record this number so that if you log out of the system and return later to add more to the application you will pull up the application you previously began. Failure to enter the Grant ID number will result in another application being started for you with a new Grant ID number.

10. The “Application Summary” screen appears

System will time out at 03:52:23 PM.  
Remaining time: 19:49

Back Button will not take you back pages. Instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1013      Project Title:  
Status: Open - Draft      Fund Announcement: [2012/2013 VOCA](#)

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
Basic Applicant Information	In Process	10	10/18/2011 3:25:07 PM
Approval Checklists	In Process	0	10/18/2011 3:25:07 PM
Grant Agreement	In Process	0	10/18/2011 3:25:07 PM
Budget Detail	In Process	15	10/18/2011 3:25:07 PM
Budget Narrative	In Process	25	10/18/2011 3:25:07 PM
<a href="#">Main Summary Information</a>	In Process	10	10/18/2011 3:25:07 PM
Performance Indicators	In Process	30	10/18/2011 3:25:07 PM
Recipient Agency Budget	In Process	10	10/18/2011 3:25:07 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)  
[View Issues/Comments](#)

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**Note:** This screen provides all the details of the Application. Only the “Main Summary Information” section is available at this point. When this section is completed and saved, the other sections will be enabled.

11. Select the “Main Summary Information.” (Screen shot on next page.)

## Main Summary Information:

- a. The “Main Summary” screen appears.

This is similar to page one of the current paper applications.

**Egrants** Indiana Criminal Justice Institute **ICJI**

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

System will time out at 10:18:42 PM  
Remaining time: 0:10

Grant ID: 1013  
Status: Open - Draft

Project Title:  
Fund Announcement: 2012013 VOCA

**MAIN SUMMARY**

Section Point Value: 10  
Completion Status: **In Process**

Created By: Brother Al Church  
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/18/2011 3:25:07 PM

SubGrant ID: --  
Applicant Agency: [VOCA of Greater Indianapolis](#)  
FID #: 23-1370514

Recipient Agency:

Project Director:  Details Project Director not listed in dropdown?

Financial Officer:  Details Financial Officer not listed in dropdown?

Primary Contact:  Details Primary Contact not listed in dropdown?

[Additional Contacts \(3-12\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)  
Fiscal Contact: [Ms. Kim Snyder](#)

Listing of Signatories  
[Add New Signatory](#)

**Name Title**

Application Invitation Date: Continuation Invitation Date:  
Application Received Date: Application Award Date:  
Advisory Committee Meeting Date: Application Award Amount:  
Commission Meeting Date: Notification of Award Date:  
Start Date: End Date:  
Signature Paper Received Date: Resubmitted Date:  
Returned Date:

Short Project Title: \*  
Brief Project Description: \* (maximum 320 characters)

School District: Adams Central Comm. [Add School District](#)  
**School District Action**

Senate District: 001 [Add Senate District](#)  
**Senate District Action**

Keywords: Child Abuse [Add Keyword](#)  
**Keyword Action**

State House District: 001 [Add State House District](#)  
**State House District Action**

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

Please send technical comments and problems to [EGRANTS.Bugged@icji.org](#)  
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Note that the “Applicant Agency” is automatically added when you clicked on the “Submit Response” button.

Review, edit or add the “Short Project Title” and the “Brief Project Description” found toward the bottom of the screen. **Note:** There is a 320-character limit.

### **Add Recipient:**

Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency. Otherwise:

1. Click on the “Add Recipient” button. The “Recipient Search” screen appears.

2. Enter a portion of the recipient’s name in the box marked “Recipient Agency Name.”

3. Click on the “Search” button. A list of previously entered recipients’ names will appear. Carefully read the entire name to be certain the correct name is selected.

4. If the recipient was previously entered, select the recipient by clicking on the hyperlink. “Recipient Agency Details” are displayed.

5. Scroll to the bottom of the screen and click on the “Save” button.

6. If the appropriate recipient is not found, click on the “Add New Recipient Agency” button at the bottom of the screen. The “Agencies Details” screen appears. Be certain to follow the “Standards for Data Entry.”

7. Enter “Agency Details.” At a minimum, fields with asterisks must be completed.

8. Click on “Add New Address,” complete information, and select “Update” button.

9. Click on “Add Phone Number,” complete information, and select a “Location” that *matches* the “Location” selected in the “Preferred Contact Method” in “Agency Details” and select “Update” button.

**Note:** It is necessary to match the location of the phone number with the preferred contact method if the preferred contact method is set to one of the telephone contacts.

10. Scroll to the bottom of the page and click on the “Save” button. You will be directed back to the “Main Summary” screen.



## Main Summary Screen continued:

By clicking on “Details,” you will be able to check specific information associated with the name you have selected in the dropdown box; such as individual’s address, agency address, email, and phone number to confirm that you are selecting the correct individual.

In addition to the Program Staff Contact and Fiscal Staff Contact, you may view any additional ICJI Contacts that have been set up by clicking on “Additional Contacts.”

The following screen will appear. Click on the individual hyperlinks for detailed information concerning each additional contact.

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application Monitoring | Fiscal Details Reporting Requirements

Grant ID: 1013 Project Title: Fund Announcement: 2012/2013 VOCA

Status: Open - Draft

MAIN SUMMARY

Section Point Value: 10  
Completion Status: In Process  
Created By: Brother Al Church  
Last Update By: Brother Al Church  
Created Date: 10/19/2011 3:25:07 PM  
Last Update Date: 10/19/2011 3:25:07 PM

SubGrant ID: --  
Applicant Agency: ICA of Greater Indianapolis  
FID #: 23-137051  
Recipient Agency:

Change Applicant  
Add Recipient  
Add Applicant as Recipient Agency

Project Director: [Dropdown] Details Project Director not listed in dropdown?  
Financial Officer: [Dropdown] Details Financial Officer not listed in dropdown?  
Primary Contact: [Dropdown] Details Primary Contact not listed in dropdown?

Additional Contacts (ICJI)

Program Staff Contact: Ms. Sarah Davis  
Fiscal Contact: Ms. Kim Snyder

Listing of Signatories  
Add New Signatory

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Start Date: [Text Box]  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
End Date: [Text Box]  
Resubmitted Date:

Short Project Title: [Text Box]  
Brief Project Description: (maximum 320 characters) [Text Box]

School District: Adams Central Comm. [Dropdown] Add School District  
Keywords: Child Abuse [Dropdown] Add Keyword

Senate District: 001 [Dropdown] Add Senate District  
State House District: 001 [Dropdown] Add State House District

Save Save And Continue Editing Delete Cancel

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To select the Project Director, Financial Officer and Primary Contact, click on the dropdown arrow for each field.

Note: The Project Director, Financial Officer, and Primary Contact dropdown lists **only** contain the names of individuals who are *registered users* of the Egrants system and have security access to this grant.

- If the individual you wish to select does not appear in the dropdown list and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.
- If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do NOT need to re-register.

**Also Note:** Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least **two** different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application Monitoring | Fiscal Details Reporting Requirements

Grant ID: 1013 Project Title: Fund Announcement: 2012/2013 VOCA

Status: Open - Draft

ADDITIONAL CONTACTS

Name	Send Notifications for
------	------------------------

Save Cancel

Please send technical comments and problems to: EGRANTS.Support@IATJ  
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b. Under the title “Listing of Signatories” click on “Add New Signatory.”

**Egrants** Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1013 Project Title: Fund Announcement: 2012/2013 VOCA  
Status: Open - Draft

**MAIN SUMMARY**

Section Point Value: 10 Completion Status: In Process

Created By: Brother Al Church  
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/18/2011 3:25:07 PM

SubGrant ID: --  
Applicant Agency: YVCA of Greater Indianapolis  
FID #: 23-1370514  
Recipient Agency:

Change Applicant  
Add Recipient  
Add Applicant as Recipient Agency

Project Director: Brother Al Church  
Financial Officer: Miss Ann Helper  
Primary Contact: Ms. Judy Jones

Project Director not listed in dropdown?  
Financial Officer not listed in dropdown?  
Primary Contact not listed in dropdown?

Additional Contacts (0-30):  
Program Staff Contact: Ms. Susan Davis  
Fiscal Contact: Ms. Kim Snyder

Listing of Signatories  
Add New Signatory

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Start Date:  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
End Date:  
Resubmitted Date:

Short Project Title: \*  
Brief Project Description: \* (maximum 320 characters)

School District: Adams Central Comm.  
Senate District: 001

Keywords: Child Abuse

Save Save And Continue Editing Delete Cancel

Please send technical comments and problems to EGRANTS Support (JATI).  
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You will be transferred to the “Signatory Search” screen.

Enter the “Search Criteria” for the person you want to add and click on the “Search” button.

A list of names will appear at the bottom of the screen.

Select the hyperlink for the name of the person you want to add as signatory.

**Note:** More than one name may be added. (Example – you may list three County Commissioner Names.)

**Egrants** Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**SIGNATORY SEARCH**

Search Criteria  
Last Name: %  
First Name: %  
City: %  
Country: [All]  
Zip Code: %

Search  
Add New Signatory

Last Name	First Name	Address	City	County	Zip
<a href="#">Church</a>	Al	111 main street	Indianapolis	Marion	46204-3362
<a href="#">Davis</a>	Sarah	101 West Washington Street	Indianapolis	Marion	46204
<a href="#">Heller</a>	Terra	101 W. Washington Street	Indianapolis	Marion	46204
<a href="#">Heller</a>	Ann	110 Market Street	Indianapolis	Marion	46204-5562
<a href="#">Jones</a>	Mary	123 E. Main St	Indianapolis	Marion	46204
<a href="#">Jones</a>	Judy	110 Market Street	Indianapolis	Marion	46204-3362
<a href="#">Reas</a>	Daniel	322 Test St	Philadarrisburg	Marion	23112
<a href="#">Smith</a>	Sam	110 Market Street	Indianapolis	Marion	46204-5622
<a href="#">User</a>	Joe	123 E State St	Indianapolis	Marion	46204

Cancel

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## Individuals Details Screen:

Back Button will not take you back pages, instead use the application menus and controls.

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 04:30:09 PM. Remaining time: 19:22

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting](#) | [Requirements](#)

**INDIVIDUALS DETAILS**

[View History](#) | [Save](#) | [Delete](#) | [Cancel](#)

Courtesy Title:  [...](#)

First Name:

Middle Initial/Name:

Last Name & Suffix:  [...](#)

Title:

Preferred Contact Method:

Email Address:

Default Address:

Last Update By: Sir Barry Reber  
Last Update Date: 8/24/2011 8:31:54 AM  
Status:

[User Login ID](#) | [Terms Of Use](#) | [Policy Support](#) | [Date](#)

[ahelper](#)

[Add New Address](#)

**Address Listing \***

[Address Listing](#)

[Select](#) | [Delete](#) | Envelopes/Labels, YWCA of Greater Indianapolis, 110 Market Street, Indianapolis, Marion, Indiana, 46204-5562, UNITED STATES

**Agency Address Listing**

[Add Phone Number](#)

**Telephone Number Listing\***

	Location	Phone Number	Extension	Agency Name	Remarks
<a href="#">Select</a>   <a href="#">Delete</a>	Work	317-555-1212			

[View History](#) | [Save](#) | [Delete](#) | [Cancel](#)

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Signatory Search continued:

You will be transferred to the “**Individuals Details**” screen. Confirm this is the correct person and click on the “**Save**” button.

You will be transferred to the “**Main Summary**” screen. The person you selected will now be listed in a grid as a signatory.

Back Button will not take you back pages, instead use the application menus and controls.

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 03:07:41 AM. Remaining time: 18:51

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting](#) | [Requirements](#)

Grant ID: 1013  
Status: Open - Draft

Project Title: Grant test  
Fund Announcement: [2012/2013 VOCA](#)

**MAIN SUMMARY**

Section Point Value: 10  
Completion Status:

Created By: Brother Al Church  
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/19/2011 7:47:41 AM

SubGrant ID: --  
Applicant Agency: [YWCA of Greater Indianapolis](#)

FID #: 23-1370514  
Recipient Agency:

[Change Applicant](#)

[Add Recipient](#)

[Add Applicant as Recipient Agency](#)

Project Director:  [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer:  [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact:  [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-ICJI\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)  
Fiscal Contact: [Ms. Kim Snyder](#)

**Listing of Signatories**

[Add New Signatory](#)

Name	Title
<a href="#">Ms. Sarah Davis</a>	Victims Services Program Manager

Signatories are the people who have the authority to sign the paper application for submission to ICJI.

**Note:** The signature page is still submitted in hardcopy to ICJI.

## Main Summary Screen continued:

**Egrants** Indiana Criminal Justice Institute **IJI**

System will time out at: 03:07:41 AM  
Remaining time: 15:47

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#)

[Project Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**MAIN SUMMARY**

Section Point Value: 10  
Completion Status:

Created By: Brother Al Church  
Last Update By: Brother Al Church

Created Date: 10/19/2011 3:25:07 PM  
Last Update Date: 10/19/2011 7:47:41 AM

SubGrant ID: --  
Applicant Agency: [VVO of Greater Indianapolis](#)

FID #: 23-370514  
Recipient Agency:

Project Director:  Details Project Director not listed in dropdown? [?](#)  
Financial Officer:  Details Financial Officer not listed in dropdown? [?](#)  
Primary Contact:  Details Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-0\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)  
Fiscal Contact: [Ms. Kim Snyder](#)

**Listing of Signatories**  
[Add New Signatory](#)

Name	Title
<a href="#">Ms. Sarah Davis</a>	Victims Services Program Manager

Application Invitation Date: Continuation Invitation Date:  
Application Received Date: Application Award Date:  
Advisory Committee Meeting Date: Application Award Amount:  
Commission Meeting Date: Notification of Award Date:  
Start Date: End Date:  
Signature Paper Received Date: Resubmitted Date:  
Returned Date:

Short Project Title: \*   
Brief Project Description: \*   
(maximum 320 characters)

**School District**  
 [Add School District](#)

School District	Action
<input type="text" value="Child Abuse"/>	<a href="#">Add Keyword</a>
Keyword	Action

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

**Senate District**  
 [Add Senate District](#)

Senate District	Action
<input type="text" value="001"/>	<a href="#">Add State House District</a>
State House District	Action

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

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**Instructions:**

- Add Recipient Agency or Add Applicant as Recipient Agency
- Enter the "Start Date" and "End Date". This is the beginning of the project period and when the funding ends
- Scroll toward the bottom of the screen. Select the "School District" associated with the application, if applicable and click on "Add School District." Additional school districts can be added, if appropriate, by following the same process.
- If instructed in the funding announcement, enter "Keywords" to enhance future search capabilities. Please leave blank if no instructions are given in the funding announcement.
- Please enter the "Senate District" associated with the application.
- Please enter the "House District" associated with the application.
- Scroll to the top of the screen and change the "Completion Status" of this section to "Complete."

Click on the "[Save](#)" button. You will return to the "[Application Summary](#)" page. The balance of the sections is now enabled.

For help in identifying the Senate and House District, go to <http://www.in.gov/legislative/index.htm>. At the left side of the screen under Legislators, there is option to select either House of Representative or Senate. Once there, you can select to view the selected listing by district.



Indiana General Assembly

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The Indiana General Assembly




Senate

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Welcome

Welcome to the Indiana General Assembly website. As one of three co-equal branches of state government, the General Assembly is responsible for enacting the laws by which the State of Indiana is governed. The intent behind this website is to afford you the opportunity to better understand the operation of the General Assembly and its impact on your life and well being.

The two houses of the General Assembly (House and Senate) were created at the time Indiana became a state in 1816. The current makeup of the General Assembly, consisting of 100 Representatives serving 2-year terms and 50 senators serving 4-year terms, was established in the Constitution of 1851. The General Assembly met every other year until 1972, when it began meeting annually.

What's New

- New Interim Study Committees ([View](#))
- Rules Governing Study Committees ([View](#))
- LEOPS Assignment ([View](#))
- 2011 Digest of Enactments ([View](#))
- 2011 Roster Interim Study Committees and Statutory Commissions and Committees ([View](#))
- County Property Tax Changes (2010 - 2011) (NEW) ([View](#))

Find Your Bill

Go To Bill :

Keyword Search:

Search all legislative material from the 2011 Session.

Search

IGA

N.gov

Watch Indiana General Assembly LIVE

The House and Senate have adjourned Sine Die.

THE DAILY SCHEDULE

Interim Schedule

10:00 a.m., Room 233

Census Data Advisory Committee

1:00 p.m., Room 431

Criminal Law and Sentencing Policy Study Committee

View Full Calendar

Thu, Oct 13, 2011

View Indiana Code

The Indiana Code is organized by Title, Article, Chapter, and Section. Enter the numbers of the code cite you would like to view in the corresponding boxes. (Only the Title Box must be filled).

T

A

C

S

>

Keyword Search

New Application Processing Quick Start Guide.doc rev. 11/14/11

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## Application Summary Screen:



**Egrants**



**Indiana Criminal Justice Institute**



**ICJI**

System will time out at: 09:09:42 AM.  
 Remaining time: 19:47

Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)  
[Project Application](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013      Project Title: Grant test  
 Status: Open - Draft      Fund Announcement: [2012/2013 VOCA](#)

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	In Process	10	10/18/2011 3:25:07 PM
<a href="#">Approval Checklists</a>	In Process	0	10/18/2011 3:25:07 PM
<a href="#">Grant Agreement</a>	In Process	0	10/18/2011 3:25:07 PM
<a href="#">Budget Detail</a>	In Process	15	10/19/2011 7:57:06 AM
<a href="#">Budget Narrative</a>	In Process	25	10/18/2011 3:25:07 PM
<a href="#">Main Summary Information</a>	In Process	10	10/19/2011 7:57:41 AM
<a href="#">Performance Indicators</a>	In Process	30	10/18/2011 3:25:07 PM
<a href="#">Recipient Agency Budget</a>	In Process	10	10/18/2011 3:25:07 PM

[View Contract](#) | [View Grant Agreement](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)  
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Please send technical comments and problems to [EGRANTS\\_Support@ICJI](#)  
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[Hide Current User Information](#)

**Current User Information**

Name: Brother Al Church

[Hide Database Information](#)

**Database Server Information**

Database: ICJI\_EGGrants

Note: Additional sections are enabled based on the Funding Announcement attached to your grant application. Select each hyperlink, complete the requested information, and change the status to “Complete” and click on the “Save” button, which takes you back to the “Application Summary” screen .



Below are examples of the various sections:

1. Basic Applicant Information – After clicking on the “Basic Applicant Information” hyperlink on the Application Summary screen, you are taken to the “Basic Applicant Information” screen. Once completed, select the “Save” button to save your inputs. (Note: Icon indicates required response).

**Egrants** Indiana Criminal Justice Institute **IGI**

System will time out at: 09:17:09 AM  
Remaining time: 19:25

Back Button will not take you back pages, instead use the application menus and controls.

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[Project Application](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA


**BASIC APPLICANT INFORMATION**

Section Point Value: 10  
Completion Status: In Process


Created By: Brother Al Church  
Last Update By: Brother Al Church  
Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/18/2011 3:25:07 PM

1. Please select your type of agency/organization. 

☐ Non Profit ☐ State ☐ County ☐ Town ☐ City

2. VOCA grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and mark the box(es) next to the purpose area(s) that more appropriately matches the program for which you are requesting funding. 

☐ Help victims learn about, apply for, and/or obtain crime compensation benefits.  
☐ Provide services that give victims of crime a measure of safety and security, i.e. boarding-up broken windows and replacing or repairing locks, etc.  
☐ Provide services that assist victims to understand and participate in the criminal justice system.  
☐ Provide services that assist primary and secondary victims of crime to stabilize their lives after victimization.  
☐ Provide services that respond to the emotional and physical needs to crime victims.



3. How does the program you are requesting funding for impact your community? 


Attachment Name	Description	Date	History
File Attachment Documents			

[View History](#) [Add Attachment](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

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2. Budget Narrative - After clicking on the “Budget Narrative” hyperlink on the Application Summary screen, you are taken to the “Budget Narrative” screen. Read the information. Respond appropriately and click on the “Save” button to save the changes. (Note: Icon indicates required response).



**Indiana  
Criminal Justice Institute**

System will time out at: 11:41:27 AM.  
Remaining time: 18:43

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1013      Project Title: Grant test  
Status: Open - Draft      Fund Announcement: [2012-2013 VOCA](#)

BUDGET NARRATIVE

Section Point Value: 25  
Completion Status:


Created By: Brother Al Church      Created Date: 10/18/2011 3:25:07 PM  
Last Update By: Brother Al Church      Last Update Date: 10/18/2011 3:25:07 PM

This section of the application should present an accurate budget narrative and clearly indicate the relationship between the budgeted costs and the proposed project activities/operation. If necessary, provide additional detail to support the calculations in the budget detail section.

All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition. Competitive bidding procedures must be used if the projected cost for products or services (items of a similar nature) exceeds \$10,000. Procurement standards for use by grant recipients are described in ICJI's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See ICJI's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

1. Response:



View History

Save

Save And Continue Editing

Return to Project Summary

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3. Performance Indicators - After clicking on the “Performance Indicators” hyperlink on the Application Summary screen, you are taken to the “Performance Indicators” screen. Read the information and complete the requested information. Note: Icon indicates required response).

**Egrants** Indiana Criminal Justice Institute ICI

System will time out at: 01:55:38 PM  
Remaining time: 19:50

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Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**PERFORMANCE INDICATORS**

Section Point Value: 30  
Completion Status: In Process

Created By: Brother Al Church  
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/18/2011 3:25:07 PM

Project Phase Target


1. Established by ICJI  
1.1. Number Of Victims Advocates Trained  
1.2. Percent of Community Based Victim Advocates


2. Established by Subgrantee

[View History](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

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4. Recipient Agency Budget – After clicking on the “Recipient Agency Budget” hyperlink on the Application Summary screen, you are taken to the “Recipient Agency Budget” screen where you will enter your total budget from all funding sources for the current fiscal year.



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System will time out at: 02:39:42 PM.  
 Remaining time: 18:54

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1013  
 Status: Open - Draft

Project Title: Grant test  
 Fund Announcement: [2012/2013 VOCA](#)

**RECIPIENT AGENCY BUDGET FOR CURRENT FISCAL YEAR**

Section Point Value: 10  
 Completion Status: In Process

Created By: Brother Al Church  
 Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM  
 Last Update Date: 10/18/2011 3:25:07 PM

Agency: YWCA of Greater Indianapolis  
 Agency Year: 2011

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
List Other Funds	
Total: Σ	0.00

[Add Row](#)

Expenditures	Total Amount
General Fund	0.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
Total: Σ	0.00

1) Are any of these fund sources to be used in the implementation of this project? No

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? No



4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project? No

Save
Save And Continue Editing
Return to Project Summary

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#)  
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5. Grant Agreement – After clicking on the “Grant Agreement” hyperlink on the Application Summary screen, you are taken to the “Grant Agreement” screen. Read the information and fill the appropriate boxes.



**Indiana  
Criminal Justice Institute**

System will time out at: 02:16:14 PM  
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

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[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013      Project Title: Grant test  
Status: Open - Draft      Fund Announcement: [2012/2013 VOCA](#)

---

GRANT AGREEMENT

Section Point Value: 0  
Completion Status:

Created By: Brother Al Church      Created Date: 10/18/2011 3:25:07 PM  
Last Update By: Brother Al Church      Last Update Date: 10/18/2011 3:25:07 PM

GRANT AGREEMENT

The Indiana Criminal Justice Institute (CJI) serves as Indiana's State Adminstrating Agency (SAA) for various state and federal grants. The purpose of this Grant Agreement is to enable the State to award a grant of \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$XXX,XXX.XX) to the Grantee for eligible costs of the project (the "Project") or services as described in Exhibits A, B and C of this Grant Agreement. This grant is made from funds from the \_\_\_\_\_ and administered by the State pursuant to IC 5-2-6-3. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and applicable federal and state laws, rules and regulations.

**2. Term.**

This Grant Agreement shall be effective for a period of \_\_\_\_\_. It shall commence on \_\_\_\_\_ and shall remain in effect through \_\_\_\_\_.

**3. Design and Implementation of Project.**

The Grantee shall be solely responsible for the proper design and implementation of the Project as described in the Project Narratives set forth in Exhibit A. The Grantee agrees to complete the Project in accordance with the plans and specifications contained in its application which has been approved by the Board of Trustees of the Indiana Criminal Justice Institute, is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State. The Grantee shall abide by the budget to the Project as set forth in Exhibit B. The Grantee shall implement the Project according to the Needs Assessment provided in Exhibit C.



**4. Monitoring Reviews by the State.**

The Grantee agrees to meet with State staff, if requested, at the beginning of the grant period and as needed throughout the grant. The Grantee further agrees to have a representative attend any federal or state sponsored training that the State schedules during the grant period.

The Grantee agrees to abide by all the regulations related to federally funded initiatives. The Grantee shall during the conduct of this program adhere to such federal and Criminal Justice Institute (CJI) rules and regulations as apply to fiscal management and periodic reporting; grantee is aware that any failure to timely submit quarterly reports may result in a cessation of funding until documents are received by CJI. The Grantee further agrees to submit any statistical information required by the State.

## Budget Setup:

1. Select “[Budget Detail](#)” hyperlink.



System will time out at: 02:28:10 PM.  
Remaining time: 19:47

Back Button will not take you back pages, instead use the application menus and controls.

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[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013      Project Title: Grant test  
Status: Open - Draft      Fund Announcement: [2012/2013 VOCA](#)

---

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	Complete	10	10/19/2011 1:34:56 PM
<a href="#">Approval Checklists</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	In Process	15	10/19/2011 2:08:10 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/19/2011 2:02:18 PM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) | [View Grant Agreement](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)

[View Issues/Comments](#)

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2. You will be transferred to the “Budget Summary” screen. The screen is divided into three sections. (See screenshot on the following page.)

“Recipient Agency” lists all agencies associated with the grant. Any pass-through agencies and departments within the applicant agency will be displayed as hyperlinks. Click on the hyperlinks to enter line item budget information for them.

The applicant agency will not display as a hyperlink.

The applicant agency budget is entered in the second section called “By Category.”

**Note:** You can no longer enter cents into the Egrants system. Budget Entries are rounded at the Line Item level. Only whole dollars are displayed.

System will time out at 02:37:25 PM! Remaining time: 15:06

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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Project Application | Monitoring | Reporting | Fiscal Details | Reporting Requirements

Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**BUDGET SUMMARY**

Section Point Value: 15 Completion Status: In Process Created By: Brother Al Church  
Last Update By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/19/2011 2:08:10 PM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YWCA of Greater Indianapolis	25,000.00	25,000.00
Total Σ	25,000.00	25,000.00

BY CATEGORY	YEAR1	TOTAL
Personnel	500,000.00	500,000.00
Employee Benefits	25,000.00	25,000.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	525,000.00	525,000.00

BY SOURCE	YEAR1	TOTAL
Federal	500,000.00	500,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	25,000.00	25,000.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total Σ	525,000.00	525,000.00

Budget Setup Save Save And Continue Editing Cancel

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- a. For each line item, click on the hyperlink and you will be transferred to a screen for that line item.

System will time out at 02:40:43 PM! Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Reporting | Fiscal Details | Reporting Requirements

Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**PERSONNEL**

Add New Line

Position	Name	Year1	Total
Test	Test	500,000.00	500,000.00
Total:		500,000.00	500,000.00

Cancel

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- b. Click on the “Add New line” button.

- c. You will be transferred to a screen where you will enter the “Computation” for the line item, as well as the total “Cost” of the computation. Example of a computation would be: 40 hours x \$10. Example of total cost would be: \$400.

**Note:** in most instances you will need to compute the total cost and insert it.

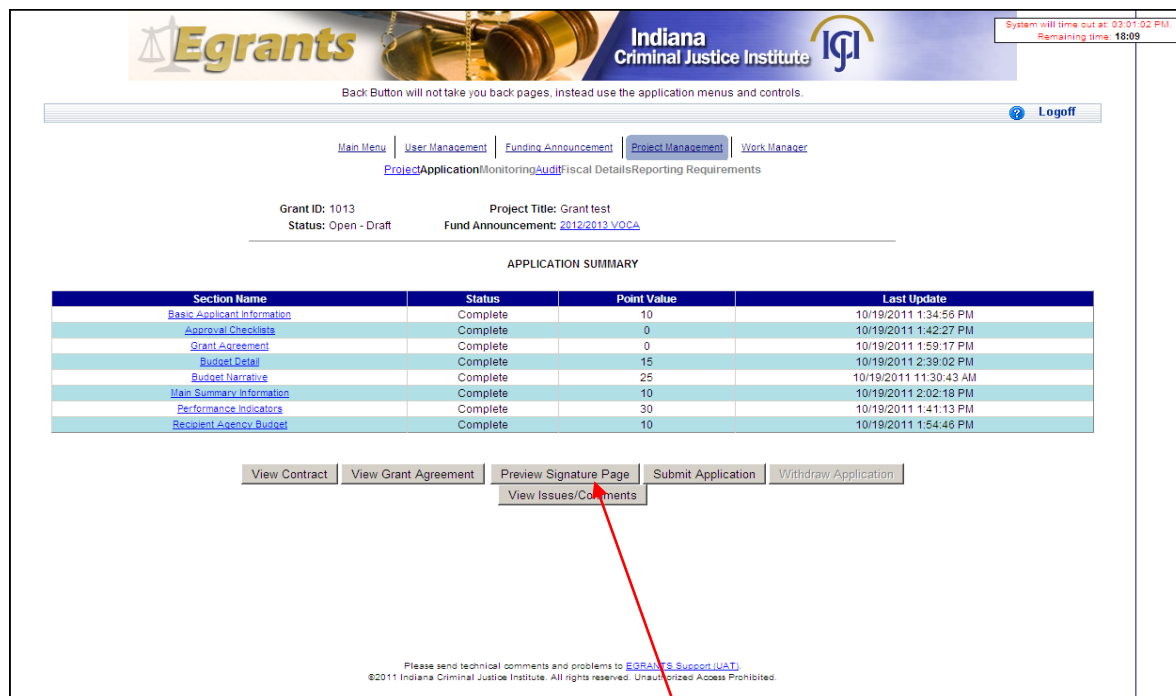
**Note:** a minimum of \$5000 of equipment can be entered; otherwise, it should be recorded as supplies.

- d. Click on the “Save” button or the “Save and Add Another.”  
e. Enter the applicant agency budget information by clicking on the hyperlinks in the “By Category” section of the screen. As noted above, the pass through budget information will aggregate in the consultant line in this section.

**Note:** All three categories must total to the same amount.

- f. In the final section called “By Source,” enter the various sources that you will utilize to support the project identified in the grant application.  
g. Change the “Completion Status” of this section to “Complete.”  
h. Click on “Save” button at bottom of the screen to go back to the “Application Summary” screen to select additional sections to complete.

**Note:** When you have completed all the sections and have marked the status of each complete, you can select the “Submit Application” button at the bottom of the “Application Summary” screen.



**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 03:07:02 PM. Remaining time: 18:09

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Grant ID: 1013 Project Title: Grant test  
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	Complete	10	10/19/2011 1:34:58 PM
<a href="#">Approval Checklist</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	Complete	15	10/19/2011 2:39:02 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/19/2011 2:02:19 PM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)

[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS.Support@ICJI](#)  
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Once you have submitted the application you cannot make changes to it unless it is sent back to you by ICJI for correction.

Your agency is still required to submit a hardcopy of the signatory page to ICJI. On the Application Summary screen, click on the “Preview Signature Page” button and you will be transferred to a PDF document that you can print out, obtain the required signatures, and send to ICJI.

Note: the Grant ID number and the title of your project will be noted at the top of the Signature page.

<div style="text-align: center;">I</div> <div>SUBGRANT# 1013      Short Title: Grant test</div> <p>10. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and sealed by its proper officials, pursuant to legal action authorizing the same to be done. Through the submission of this subgrant application, an Applicant receiving ICJI funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDP) or Title V program acknowledges the responsibility to assume project costs after ICJI funding support ceases.</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____ DATE</td><td style="width: 50%; text-align: center;">_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY</td></tr><tr><td style="text-align: center;">_____ SIGNATURE OF ATTESTING OFFICER</td><td>By: _____</td></tr><tr><td style="text-align: center;">_____ TITLE OF ATTESTING OFFICER</td><td>Title: _____</td></tr><tr><td></td><td>By: _____</td></tr><tr><td></td><td>Title: _____</td></tr><tr><td></td><td>By: _____</td></tr><tr><td></td><td>Title: _____</td></tr></table> <p>(SEAL)</p> <p>APPROVED AS TO FORM AND LEGALITY: _____</p> <p style="text-align: center;">SOLICITOR</p> <p>APPROVED: _____</p> <p style="text-align: center;">CONTROLLER</p>	_____ DATE	_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY	_____ SIGNATURE OF ATTESTING OFFICER	By: _____	_____ TITLE OF ATTESTING OFFICER	Title: _____		By: _____		Title: _____		By: _____		Title: _____	<p>NOTE: The original copy must be signed in ink. Titles of all signatories must be inserted.</p> <p style="text-align: center;">DISTRICT ATTORNEY (VS applications only)</p>
_____ DATE	_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY														
_____ SIGNATURE OF ATTESTING OFFICER	By: _____														
_____ TITLE OF ATTESTING OFFICER	Title: _____														
	By: _____														
	Title: _____														
	By: _____														
	Title: _____														

**FOR ICJI USE ONLY**



We certify that this application is approved and that a grant award has been received to pay the herein stated amount during the \_\_\_\_\_ fiscal year.

_____ EXECUTIVE DIRECTOR, ICJI	_____ DATE
_____ COMPTROLLER, CENTRAL SERVICES	_____ DATE
Approved as to form and legality:	
_____ COUNSEL TO ICJI	_____ DATE
X _____ OFFICE OF GENERAL COUNSEL	_____ DATE
X _____ DEPUTY ATTORNEY GENERAL	_____ DATE

ICJI-200 (08/08)2



A complete copy of your application can be viewed or printed by clicking on the “View Contract” button at the bottom of the “Application Summary” screen.



Indiana

Criminal Justice Institute

IJI

System will time out at: 03:01:02 PM.  
Remaining time: 18:09

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1013

Project Title: Grant test

Status: Open - Draft

Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Basic Application Information</a>	Complete	10	10/19/2011 1:34:56 PM
<a href="#">Approval Checklist</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	Complete	15	10/19/2011 2:39:02 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/19/2011 2:02:18 PM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

View Contract

View Grant Agreement

Preview Signature Page

Submit Application

Withdraw Application

View Issues/Comments

Please send technical comments and problems to [EGRANTS.Support@IJI.AT](#).

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Sample Application:

INDIANA CRIMINAL JUSTICE INSTITUTE		ICJI USE ONLY	
Applicant Hereby Applies to the ICJI for Financial Support for the Within-Described Project:		<b>Receipt Date</b>	<b>Award Date</b>
			<b>Subgrant Number(s)</b>
			-- 1013
<b>1. Type of Funds for which you are applying</b>			
<b>2. Applicant</b>	<b>Name Of Applicant:</b> YWCA of Greater Indianapolis		
	<b>Federal ID:</b> 23-1370514		<b>County:</b> Marion
	<b>Street Address Line 1:</b> 1101 Market Street		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Indianapolis		<b>State:</b> IN <b>Zip:</b> 43204-2233
<b>3. Recipient Agencies</b>	YWCA of Greater Indianapolis		
<b>4. Project Director</b>	<b>Name:</b> Brother Al Church		<b>Title:</b>
			<b>Agency:</b>
	<b>Street Address Line 1:</b> 111 main street		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Indianapolis		<b>State:</b> IN <b>Zip:</b> 46230-3362
	<b>Phone:</b> 317-555-1212 x3365	<b>Fax:</b> 317-555-2121 x555	<b>Email:</b> al@mail.com
<b>5. Financial Officer</b>	<b>Name:</b> Miss Ann Helper		<b>Title:</b>
			<b>Agency:</b> YWCA of Greater Indianapolis
	<b>Street Address Line 1:</b> 110 Market Street		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Indianapolis		<b>State:</b> IN <b>Zip:</b> 46204-5562
	<b>Phone:</b> 317-555-1212	<b>Fax:</b>	<b>Email:</b> ahelper@mail.com
<b>6. Contact</b>	<b>Name:</b> Ms. Judy Jones		<b>Title:</b>
			<b>Agency:</b> YWCA of Greater Indianapolis
	<b>Street Address Line 1:</b> 110 Market Street		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Indianapolis		<b>State:</b> IN <b>Zip:</b> 46204-3362
	<b>Phone:</b> 317-555-1212	<b>Fax:</b>	<b>Email:</b> jjones@mail.com
<b>7. Brief Summary of Project</b>	<b>Short Title (May not exceed 50 characters)</b>		
	Grant test		
(Do Not Exceed Space Provided) Sample Test			
<b>8. Subgrant Budget TOTAL BUDGET BY CATEGORY</b>			
<b>BUDGET CATEGORY</b>		<b>AMOUNT</b>	
PERSONNEL		500,000.00	
EMPLOYEE BENEFITS		25,000.00	
TRAVEL (INCLUDING TRAINING)		0.00	
EQUIPMENT		0.00	
SUPPLIES & OPERATING EXPENSES		0.00	
CONSULTANTS		0.00	
CONSTRUCTION		0.00	
OTHER		0.00	
<b>TOTAL</b>		<b>525,000.00</b>	
<b>9. TOTAL BUDGET BY FUND SOURCE</b>			
<b>FUND SOURCE</b>	<b>AMOUNT</b>	<b>PERCENT</b>	
FEDERAL	500,000.00	95%	
STATE	0.00		
PROJECT INCOME	0.00		
INTEREST	0.00		
STATE MATCH	0.00		
CASH MATCH (NEW APPROP.)	25,000.00	5%	
IN-KIND MATCH	0.00		
PROJECT INCOME MATCH	0.00		
<b>TOTAL</b>	<b>525,000.00</b>	<b>100%</b>	
<b>10. Project Start Date:</b> 11/1/2011		<b>Project End Date:</b> 10/31/2012	

ICJI-200 (08/08) Page 1 of 23

## Returned Applications:

1. If the application is sent back to you, you will be notified in “Work Manager” under “tasks” and “alerts.” Note: by clicking on the “?” in the Action column, you will learn the cause for receiving this task or alert as well as the next steps to take on the Notification Details page.

The screenshot shows the Egrants Indiana Criminal Justice Institute (ICJI) Work Manager interface. At the top, there is a header with the Egrants logo and the ICJI logo. Below the header, there is a navigation bar with links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. The Work Manager section is active, displaying a list of tasks and alerts for Brother AI Church. The date is 10/19/2011. A search criteria section is visible, allowing users to filter by Title, Category, Action, Type, and Status. A table of tasks and alerts is shown, with columns for Select All, Type/Title, Category, Action, Status, and Date/Time Posted. The first row is highlighted with a red circle, showing an alert for '1013 - Grant test (YWCA of Greater Indianapolis)' with the action 'Issues/Comments Review Required' and a status of 'New'.

System will time out at: 03:25:24 PM.  
Remaining time: 19:30

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Tasks/Alerts For: Brother AI Church Date: 10/19/2011

TASKS AND ALERTS

Search Criteria:  
Title:   
Category: [All]  
Action: [All]  
Type: [All]  
Status: [All]  
Search

Click on the ? in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Clear All Selected Alerts

Select All	Type/Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: 1013 - Grant test (YWCA of Greater Indianapolis)	Applications	Issues/Comments Review Required ?	New	10/19/2011 3:05:51 PM
<input type="checkbox"/>	Alert: Joe Users access to YWCA of Greater Indianapolis was modified	User Management	User Access Updated ?	New	10/4/2011 7:49:28 AM
<input type="checkbox"/>	Alert: YWCA of Greater Indianapolis	User Management	Agency Permission Granted/Denied ?	New	10/3/2011 10:18:53 AM
<input type="checkbox"/>	Alert: 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete ?	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete ?	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)	Modifications	Awarded ?	New	9/29/2011 2:49:10 PM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Fiscal	Approved ?	New	9/29/2011 11:08:51 AM

The screenshot shows the Egrants Indiana Criminal Justice Institute (ICJI) Notification Details page. At the top, there is a header with the Egrants logo and the ICJI logo. Below the header, there is a navigation bar with links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. The Work Manager section is active, displaying the details for a specific alert. The date is 10/19/2011. The notification details section shows the Reference Number (2000-2-0007), Type (Alert), Category (Applications), Action (Issues/Comments Review Required), Cause (Following a review of your Application, Issues or Comments have been noted), Next Steps (Review the Issues/Comments and respond and/or take required action. Review the Application Processing Quick Start Guide or contact the Fiscal/Program Staff associated with this Issue/Comment), Title (1013 - Grant test (YWCA of Greater Indianapolis)), Date/Time Posted (10/19/2011 3:05 PM), and Status (Viewed). There are buttons for Save as Read and Cancel.

System will time out at: 03:32:38 PM.  
Remaining time: 19:42

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Tasks/Alerts For: Brother AI Church Date: 10/19/2011

NOTIFICATION DETAILS

Reference Number: 2000-2-0007  
Type: Alert  
Category: Applications  
Action: Issues/Comments Review Required  
Cause: Following a review of your Application, Issues or Comments have been noted.  
Next Steps (if any): Review the Issues/Comments and respond and/or take required action. Review the Application Processing Quick Start Guide or contact the Fiscal/Program Staff associated with this Issue/Comment.  
Title: 1013 - Grant test (YWCA of Greater Indianapolis)  
Date/Time Posted: 10/19/2011 3:05 PM  
Status: Viewed

Save as Read Cancel

Please send technical comments and problems to: EGRANTS.Support@ICJI.org  
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Click on the hyperlink of the returned grant and the External Issues/Comments Listing page appears.

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Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Tasks/Alerts For: Brother Al Church Date: 10/19/2011

**TASKS AND ALERTS**

Search Criteria:  
 Title:   
 Category: [All]  
 Action: [All]  
 Type: [All]  
 Status: [All]  
 Search

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Clear All Selected Alerts

Select All	Type/Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	<a href="#">Alert : 1013 - Grant test (YWCA of Greater Indianapolis)</a>	Applications	Issues/Comments Review Required	New	10/19/2011 3:05:51 PM
<input type="checkbox"/>	<a href="#">Alert : Joe User's access to YWCA of Greater Indianapolis was modified.</a>	User Management	User Access Updated	New	10/4/2011 7:49:28 AM
<input type="checkbox"/>	<a href="#">Alert : YWCA of Greater Indianapolis</a>	User Management	Agency Permission Granted/Denied	New	10/3/2011 10:18:53 AM
<input type="checkbox"/>	<a href="#">Alert : 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)</a>	Applications	Delinquent Issue Incomplete	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	<a href="#">Alert : 1005 - Re-entry (YWCA of Greater Indianapolis)</a>	Applications	Delinquent Issue Incomplete	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	<a href="#">Alert : 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)</a>	Modifications	Awarded	New	9/29/2011 2:49:10 PM
<input type="checkbox"/>	<a href="#">Alert : 1005 - Re-entry (YWCA of Greater Indianapolis)</a>	Fiscal	Approved	New	9/29/2011 11:08:51 AM

Click on the hyperlink in the Short Title column to view the details of the corresponding Issue or Comment.

**Egrants** Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
 Status: Open - Received Fund Announcement: 2012/2013 VOCA

**EXTERNAL ISSUE/COMMENTS LISTING**

Click on the link in the Short Title column to view details for the corresponding Issue or Comment.



Preview All External Issues | Preview All External Comments

IC #	Created By	Date Created	Grant Title	Source	Section	Type	Status
1	Mr. David Gin	10/19/2011	<a href="#">Question 1</a>	Application	Basic Applicant Information	Issue	In-Process


Cancel

Please send technical comments and problems to [EGRANTS.Support@IATJ.org](#)  
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The Issue/Comment Details page appears. Note the “Due Date” associated with the Issue or Comment.



**Indiana**  
Criminal Justice Institute



System will time out at: 03:42:29 PM.  
Remaining time: 18:55

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013      Project Title: Grant test  
Status: Open - Received      Fund Announcement: 2012/2013 VOCA

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Basic Applicant Information

Source: Application  
Type of Entry: Issue  
Due Date: 10/24/2011  
Short Title: \* Question 1  
Description: \* Please correct question #1

Created By: Mr. David Gin  
Last Update By: Mr. David Gin  
Completion Status: In-Process

Created Date: 10/19/2011 3:05:34 PM  
Last Update Date: 10/19/2011 3:05:51 PM

Responses have been disabled for this issue/comment  
Please make the requested corrections to the appropriate Sections and resubmit.

Cancel

Print Preview Issue/Comment

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).

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- The application can be sent back to you in its entirety or in sections if part of the application is okay as submitted. Go to the “Application Summary” screen and the section(s) that are requiring changes will be marked as “Returned” under the “Status column.” Click on the appropriate hyperlinks.



System will time out at: 04:10:01 PM. Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
Status: Open - Under Review Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	Returned	10	10/19/2011 3:47:48 PM
<a href="#">Approval Checklists</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	Complete	15	10/19/2011 2:39:02 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/19/2011 3:49:41 PM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)  
[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS Support \(JAT\)](#).  
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**Note:** Although only required to correct the “returned” sections, you can open a section marked “Complete,” change the status to “In process,” make changes, change the status back to “Complete” and “Save” the changes. (As an example, you might want to change your budget narrative to reflect changes “required” in the budget.) When you are finished, click on the “Submit Application” button to resend it to ICJI.

3. Update the Returned section(s), change Completion Status to “Resubmit” and “Save” the corrections.

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System will time out at: 08:48:50 AM  
Remaining time: 6:51

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
Status: Open - Returned Fund Announcement: [2012/2013 VOCA](#)

**BASIC APPLICANT INFORMATION**

Section Point Value: 10  
Completion Status: **Resubmit**

Created By: Brother Al Church  
Last Update By: Mr. David Gin

Created Date: 10/18/2011 3:25:07 PM  
Last Update Date: 10/19/2011 3:47:48 PM

1. Please select your type of agency/organization.

☐ Non Profit ☐ State ☐ County ☒ Town ☐ City

2. VOCA grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and mark the box(es) next to the purpose area(s) that more appropriately matches the program for which you are requesting funding.

☐ Help victims learn about, apply for, and/or obtain crime compensation benefits.  
☐ Provide services that give victims of crime a measure of safety and security, i.e. boarding-up broken windows and replacing or repairing locks, etc.  
☒ Provide services that assist victims to understand and participate in the criminal justice system.  
☐ Provide services that assist primary and secondary victims of crime to stabilize their lives after victimization.  
☐ Provide services that respond to the emotional and physical needs to crime victims.

3. How does the program you are requesting funding for impact your community?

Test response

Attachment Name	Description	Date	History
File Attachment Documents			

[View History](#) [Add Attachment](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

Please send technical comments and problems to [EGRANTS\\_Support@IJI](#)  
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**Egrants** Indiana Criminal Justice Institute **IGI**

System will time out at: 09:05:21 AM  
Remaining time: 19:34

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test  
Status: Open - Returned Fund Announcement: [2012/2013 VOCA](#)

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	Resubmit	10	10/20/2011 8:45:21 AM
<a href="#">Approval Checklist</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	Complete	15	10/19/2011 2:39:02 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/20/2011 8:28:28 AM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)

[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS\\_Support@IJI](#)  
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## Reviewing the Status of your Grant application while it is being developed:

1. You can review the “Status” of the sections for your grant application at any time by going to the “Application Summary” screen

The screenshot shows the Egrants interface for Grant ID 1013. The header includes the Egrants logo, Indiana Criminal Justice Institute (ICJI) logo, and a system timeout notice. The main navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management (selected), and Work Manager. Below the navigation bar, the Grant ID is 1013, Project Title is Grant test, Status is Open - Received, and Fund Announcement is 2012/2013 VOCA. The Application Summary table lists various sections and their completion status.

Section Name	Status	Point Value	Last Update
<a href="#">Basic Applicant Information</a>	Complete	10	10/20/2011 9:12:44 AM
<a href="#">Approval Checklists</a>	Complete	0	10/19/2011 1:42:27 PM
<a href="#">Grant Agreement</a>	Complete	0	10/19/2011 1:59:17 PM
<a href="#">Budget Detail</a>	Complete	15	10/19/2011 2:39:02 PM
<a href="#">Budget Narrative</a>	Complete	25	10/19/2011 11:30:43 AM
<a href="#">Main Summary Information</a>	Complete	10	10/20/2011 9:12:12 AM
<a href="#">Performance Indicators</a>	Complete	30	10/19/2011 1:41:13 PM
<a href="#">Recipient Agency Budget</a>	Complete	10	10/19/2011 1:54:46 PM

Buttons at the bottom: View Contract, View Grant Agreement, Preview Signature Page, Submit Application, Withdraw Application, View Issues/Comments.

2. Or the “Project Summary” screen.

The screenshot shows the Egrants interface for Grant ID 1013, specifically the Project Summary screen. The header and navigation bar are identical to the previous screenshot. The Project Summary section provides links to update/view a Program, Fiscal, or Inventory Report; view any Audit Information; view current financial information; and view reporting requirements. Below this, a table lists the project phases and documents.

Phase	Documents	Start - End Dates	Status
1013 :	<a href="#">Create Project Modification Request (PMR)</a>		
	<a href="#">Application</a>	11/1/2011 - 10/31/2012	Open - Received

Buttons at the bottom: View Issues/Comments.